



## Job Posting

**Posting & Application Period:**  
**October 3 to 18, 2016 (by 5:00 pm)**

# Legislative Council Administrator

**DEPARTMENT & DIVISION:** Council Administrator's Office

**STATUS and HOURS:** Full-Time | 37.5 hours per week | 8:30 am to 5:00 pm, Monday – Friday

**MINIMUM PAY RATE:** \$94,136 annually (Pay Range Q on Legislative Council Salary Schedule)

**JOB LOCATION:** Boji Tower, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

The Council Administrator serves as the chief executive officer of all Legislative Council agencies. This individual provides general supervisory and personnel oversight and development, and prepares and monitors agency budgets. Advises the Council on matters impacting agency operations and serves as liaison to other legislative offices and agencies. This is an extremely responsible oversight and administrative position. This position serves as Secretary of the Legislative Council. The Council Administrator serves at the pleasure of the Legislative Council.

### MINIMUM QUALIFICATIONS

- At a minimum, a Bachelor's degree is required in the social sciences, Public Administration, Business Administration or Management, or a law degree.
- Five years of related and progressively more responsible or expansive work experience in personnel administration, budget management, and the legislative process is required.
- Excellent leadership and management skills required, including experience in preparing business plans and budgets and generating innovative approaches to effectively deploy resources.
- Excellent communication skills, including verbal and written, required.
- Equivalent combination of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.
- By statute, the Administrator/Secretary must devote full time to the duties of the office and is often called upon to work extra hours on special assignments and during legislative sessions.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following three items as separate attachments in their online application in order to be considered: 1) cover letter outlining interest and qualifications; 2) copy of college and/or law school transcripts, and 3) resume. The deadline to apply is 5:00 pm on October 18, 2016.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [humanresources@legislature.mi.gov](mailto:humanresources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. This office oversees the direct activities of all Council agencies and commissions, including the Legislative Service Bureau, Legislative Corrections Ombudsman, Veterans' Facility Ombudsman, staff of the Criminal Justice Policy Commission, Uniform State Laws Commission, Joint Committee on Administrative Rules (JCAR), and State Drug Treatment Court Advisory Committee. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. All Council employees must be non-partisan.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.